

## WALTER S. AND LUCIENNE DRISKILL GRADUATE PROGRAM IN LIFE SCIENCES (DGP) ANNUAL PROGRESS REPORT INSTRUCTIONS

Students are required to meet at least once each year (within a 12-month period) with their dissertation committees. **After every committee meeting, the student is responsible for ensuring that the DGP Office receives a copy of a complete Progress Report, which includes the Committee Meeting Report, along with the student's 1) research summary, 2) updated CV, and 3) Individual Development Plan. If the committee meets more frequently, IDPs are only required once per 12-month period. All other documents must be submitted with each committee meeting regardless of how frequent.** Upon submission, all documents enter the academic record. A copy of the Progress Report should also be retained by the student and Research Advisor; the report serves as a written notification from the DGP of adequate annual research progress (in compliance with The Graduate School requirement).

### Annual Progress Report

Progress Reports provide information to the DGP that is essential for tracking student accomplishments and provide tangible information to report to the Graduate School. These reports should be completed following the instructions below for every thesis committee meeting after the thesis proposal except when the student and advisor agree it is time to request permission to write the dissertation. Under those circumstances, students should refer to the appropriate [instructions](#) and [form](#) for a Permission to Write meeting.

#### 1. Thesis Committee Meeting Report

Reporting forms can be found [here](#). Students should ensure that their committee chair has a copy of the correct reporting form on the day of the committee meeting. The Committee may choose to designate a representative to complete the form, but the Chair must sign and certify the final document on behalf of the committee.

#### 2. Research Summary

Well-planned Research Summaries can be of great value by providing records of accomplishments that serve as a basis for determining adequate academic progress by the dissertation advisory committee. The Research Summary should be a brief presentation of the accomplishments on the research project during the reporting period. The entire summary of dissertation progress, exclusive of the list of publications and key figures/tables, should not exceed three pages.

In the Research Summary, you should address each of the following specific points:

##### a. Specific Aims

Indicate the current aims of your thesis project. These may differ in scope from those as originally approved by the dissertation advisory committee stated in the dissertation proposal. If the aims have not been modified, state this. If they have been modified, give the revised aims and the reason for the modification.

##### b. Studies and Results

Describe the studies directed toward specific aims during the year and the positive and negative results obtained. If technical problems were encountered in carrying out this project, describe how your approach was modified.

##### c. Significance

Emphasize the significance of the findings to the scientific field.

##### d. Plans

Summarize plans to address the Specific Aims during the next year. Include any important modifications to the original aims/plans. Present a timeline for specific targeted accomplishments (such as completion of key experiments, preparation of manuscripts, presentation of results at meetings, etc.) for the next 3 months, six months, 12 months, and beyond (if applicable).

### 3. Curriculum Vitae

A CV should be submitted to the thesis committee and DGP Office. Any new presentations, publications, and/or awards added since the previous committee meeting must be clearly marked (e.g., with **highlighting**).

#### a. Presentations/Seminars

List any presentations given to an audience outside the research group or thesis committee. Provide title of the presentation, date, location, and duration. Note: Students should keep in mind student seminar requirements, which must be met before graduation – these are detailed in the [Student Handbook](#).

#### b. Publications

Report any publications resulting from this project, including manuscripts submitted or accepted for publication. Provide the complete citation (author(s), title, journal or book, volume, page number, year).

#### c. Awards

List all individual fellowships awarded, both internal and external, as well as appointments to institutional training grants or other competitive awards. Provide beginning and end date, if applicable.

### 4. Individual Development Plan (IDP)

Students will update their IDP with their advisor each year at the time of the thesis committee meeting (only required once per 12-month period). The DGP provides a standard IDP form [here](#), but students and advisors may elect to submit their own form. An acceptable IDP should address research, training, and career goals through both short-term (<12 month) and long-term plans and must be signed by both the student and Research Advisor(s).

## Progress Report Submission

At least one week prior to every committee meeting, the student should submit their Research Summary, CV, and IDP (once per 12-month period) to the dissertation advisory committee. Students are encouraged to copy the DGP Office in the very same email to ensure that the documents are submitted into the academic record. After every committee meeting, the student is responsible for ensuring that the DGP Office receives a copy of the complete Progress Report, which includes the Committee Meeting Report and the student's 1) research summary, 2) updated CV, and 3) Individual Development Plan (once per 12-month period). Commonly, the Committee Chair may email the Meeting Report to the DGP Office on behalf of the student.

All components of the progress report should be emailed to the DGP Program Assistant.